

ASSEMBLIES OF GOD THEOLOGICAL SEMINARY
Continuing Education Course
Springfield, Missouri
February 10-14, 2003

PTHM 625 EFFECTIVE LEADERSHIP
3 Credits

J. Melvyn (Mel) Ming, D.Min.

Spring, 2003

COURSE SYLLABUS

COURSE DESCRIPTION

This course focuses on the dynamics of leading healthy, growing churches and ministries. Participants will assess and develop skills in major components of leadership including: 1) leadership character and spirituality; 2) vision and vision-casting; 3) relationships and influence; 4) effective leadership styles; 5) key leadership skills; and 6) learning to maximize who God has created us to be. Current leadership theories and their implications will be evaluated in the light of Scripture.

COURSE OBJECTIVES

1. To identify principles of leadership from the Bible.
2. To introduce the student to the growing body of research relating to leadership.
3. To assist the student in analyzing certain key aspects of their own leadership character and identifying areas needing development.
4. To assist the student in developing certain key leadership skills and practices which will increase their leadership effectiveness.
5. To assist the student in analyzing their leadership style and developing competency at style selection and use.
6. To assist the student at understanding how their spiritual gifts, passions, abilities, personality and experiences can be used by God in leadership.
7. To apply biblical insights and relevant theories of leadership to the Church or Christian organization.
8. To develop a plan for training others in leadership skills.

TEXTBOOKS

Covey, Stephen. *The Seven Habits of Highly Effective People*. New York: Simon & Schuster, 1990.

Hybels, Bill. *Courageous Leadership*. Grand Rapids, MI: Zondervan, 2002.

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Kouzes, James M., and Barry Z. Posner. *The Leadership Challenge : How to Keep Getting Extraordinary Things Done in Organizations*. 3rd ed. The Jossey-Bass Management Series. San Francisco: Jossey-Bass, 1995.

Wright, Walter C. *Relational Leadership*. Glasgow: Paternoster, 2000.

NOTE: If you have previously read any textbook, you are required to re-read it so that all class participants will have a common background in these texts for discussion.

Student Resources Notebook. To be purchased the first day of class.

COURSE OUTLINE

- A. Leadership Introduction & Definition
- B. Character & Spirituality
- C. Vision & Values (Task Orientation)
- D. Relationships, Motivation and Persuasion - Getting along with people
- E. Leadership Style
 - 1. Leadership grid
 - 2. Leadership styles
 - 3. Situational leadership
 - 4. Diagnostic test (LBDQ, T-P, LBDQ 12, LEAD, TBA, Role Efficiency Scale, And others)
- F. Leadership Effectiveness Skill Development
 - 1. Contribution Management
 - 2. Making Strength Productive
 - 3. First Things First
- G. Leadership S.H.A.P.E.
 - 1. Spiritual Gifts
 - 2. Heart (Passion)
 - 3. Abilities
 - 4. Personality
 - 5. Experiences

METHODOLOGY

- 1. Class lecture and group interaction
- 2. Use of leadership assessment tools
- 3. Personal research and reflection

4. Evaluation of biblical and contemporary leadership literature
5. Video presentations

COURSE REQUIREMENTS

A. Pre-Session

Read the textbooks and complete a report for each text which includes:

- 1) Your name, extension location and the date on the first page.
- 2) A clear, signed statement that you have read the book in its entirety as the first item of each report.
- 3) Two typed pages or less containing your answers to the following questions:
 - (1) What insight from the book will be the most helpful to you in ministry? Why?
 - (2) What idea(s) in the book do you struggle with? Why?
 - (3) What results do you believe would occur following the implementation of this philosophy in the typical Pentecostal/charismatic church? Why?

Covey Due: Tuesday

Hybels Due: Wednesday

Kouzes and Proser Due: Thursday

Wright Due: Friday

B. Session

- 1) Analyze specific biblical leaders.
- 2) Complete several leadership self tests.
- 3) Complete a self-analysis paper.
- 4) Contribute to the classroom discussion.
- 5) Participate in classroom simulation exercises.
- 6) Share insights from textbook assignments.

C. Post-Session

Mail ALL post-session work to:

AGTS Continuing Education Department

1435 N. Glenstone Avenue

Springfield, MO 65802

Project:

Prepare a 3 to 4 hour leadership skill training curriculum for potential or present leaders ministry (i.e. Church, School). NOTE: This project must focus on “leadership skills.”

Project should include:

- 1) Complete and comprehensive leader notes
- 2) Complete participant’s notes
- 3) Copies of all handouts, visuals, etc.
- 4) Clearly stated measurable outcome objectives for each session

DUE DATE: May 17, 2003

CLASS AND GRADING PROCEDURE

1. Course grades will be given based on completed work as follows:

Pre-session requirements	15%
Session attendance and requirements	15%
Post-session Project	70%

NOTE #1: The participant will be charged a \$15 change-of-grade fee if work is turned in after the due date stipulated on the syllabus even if permission has been granted by the instructor AND the grade will be lowered.

NOTE #2: The participants grade will be lowered a minimum of one full grade if any work is turned in late. If more than one month late the grade will be lowered two full grades.

2. Participants are expected to actively participate in classroom discussions and activities. Each participant is a valuable resource to other participants and the professor. Peer learning is vital for effective personal growth.
3. It is important for all to model Christian integrity and show respect and support for others in the class. The class provides a wonderful opportunity to demonstrate Christian character and relationships that are the foundation of all true leadership.
4. Participants are expected to be present and on time for each class session. Attendance and tardies will be considered in your final grade. You are responsible for notifying the professor in writing if you come in late or the reason for any absence. You will not receive maximum benefit if you are not present for class sessions.

5. All assignments are due at the beginning of the class session on the assigned date! Late work will be lowered as noted above.
6. All major assignments are to be typed and represent quality graduate level work. The grade will be lowered if work is scratched through, contains grammatical errors, misspelled words or poor sentence structure. If a paper contains more than five errors on any page, the highest grade it may receive is a "D". It is your responsibility to carefully proofread your paper. You may use others to proofread your paper, but not to write it or do research for you. In your planning, remember to allow adequate time for emergencies.
7. All papers should have the student's name, class name, and session dates on the front page and be stapled once or placed in a 3 ring binder. NO other covers, binders or spines are acceptable.

SPECIFIC DATA

Prepared by J. Melvyn Ming, September, 2002.

BIBLIOGRAPHY

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- Bennis, Warren G., and Joan Goldsmith. *Learning to Lead: A Workbook on Becoming a Leader*. Reading, Mass.: Addison-Wesley Pub. Co., 1994.
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- Blackaby, Henry T., and Richard Blackaby. *Spiritual Leadership: Moving People on to God's Agenda*. Nashville, Tenn.: Broadman & Holman Publishers, 2001.
- Blanchard, Kenneth H., Patricia Zigarmi, and Drea Zigarmi. *Leadership and the One Minute Manager: Increasing Effectiveness through Situational Leadership*. 1st ed. New York: Morrow, 1985.
- Collins, James C. *Good to Great: Why Some Companies Make the Leap--and Others Don't*. 1st ed. New York, NY: HarperBusiness, 2001.
- Covey, Stephen R. *Principle-Centered Leadership*. New York: Summit Books, 1991.
- DuBrin, Andrew J. *Leadership: Research Findings, Practice, and Skills*. 2nd ed. Boston: Houghton Mifflin, 1998.
- Ford, Leighton. *Transforming Leadership: Jesus' Way of Creating Vision, Shaping Values & Empowering Change*. Downers Grove, Ill.: InterVarsity Press, 1991.
- Goleman, Daniel, Richard E. Boyatzis, and Annie McKee. *Primal Leadership: Realizing the Power of Emotional Intelligence*. Boston, Mass.: Harvard Business School Press, 2002.
- Hersey, Paul, and Kenneth H. Blanchard. *Management of Organizational Behavior: Utilizing Human Resources*. 4th ed. Englewood Cliffs, N.J.: Prentice-Hall, 1982.
- Hybels, Bill. *Courageous Leadership*. Grand Rapids, MI: Zondervan, 2002.

Katzenbach, Jon R., and Frederick Beckett. *Real Change Leaders: How You Can Create Growth and High Performance at Your Company*. 1st ed. New York: Times Business, 1995.

Kotter, John P. *Leading Change*. Boston, Mass.: Harvard Business School Press, 1996.

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Nanus, Burt. *Visionary Leadership: Creating a Compelling Sense of Direction for Your Organization*. 1st ed. The Jossey-Bass Management Series. San Francisco: Jossey-Bass, 1992.

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Rima, Samuel D. *Leading from the inside Out: The Art of Self-Leadership*. Grand Rapids, Mich.: Baker Books, 2000.

Rosen, Robert H., and Paul B. Brown. *Leading People: The 8 Proven Principle for Success in Business*. New York: Penguin, 1996.

Scholtes, Peter R. *The Leader's Handbook: Making Things Happen, Getting Things Done*. New York: McGraw-Hill, 1998.

Tichy, Noel M., and Eli B. Cohen. *The Leadership Engine: How Winning Companies Build Leaders at Every Level*. 1st ed. New York, NY: Harper Business, 1997.

Truskie, Stanley D. *Leadership in High Performance Organizational Cultures*. Westport, Conn.: Quorum Books, 1999.

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